



REQUEST FOR SPACE FORM

Campus Scheduling

MLK, Jr. University Union, Room 2420

600 Lincoln Ave.

Charleston, IL 61920

Phone: (217) 581-3861 Fax: (217) 581-7064

Email: camsched@eiu.edu

www.eiu.edu/~union/facilityrequest.html

Effective 7/1/15 – EIU will be a smoke-free campus.

Non-University organizations are required to provide the University with proof of insurance for \$1,000,000.00 liability coverage for property damage, bodily injury and/or personal injury. **Certificate Holder must be made out to Board of Trustees -Eastern Illinois University - 600 Lincoln Avenue – Charleston, IL 61920.** Insurance can be purchased through Eastern Illinois University at 217-581-2921.

ALL food served in the University Union must be provided by Panther Catering.

☐ (217) 581-5326 for more information

☐ *Easel* ☐ *Lectern* ☐ *Portable Staging*
☐ *Computer* ☐ *Portable Screen* ☐ *Microphone*

Check with Campus Scheduling for usage charges

Office Use Only

Request taken by: _____ Labor: \$ _____
 Data: _____ Room Rental: \$ _____
 Checked: _____ Misc: \$ _____
 Emailed: _____ Misc: \$ _____
 Deposit Amount: \$ _____
 Date Received: _____ Total: \$ _____

Today's Date: _____ Confirmation No. _____
 Organization: _____
 Title of Event: _____
 Person Making Request (print): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Email: _____
 Date of Event: _____ Type of event: _____
 Room Requested: _____ Estimated attendance: _____
 Time of Event: _____ am/pm TO _____ am/pm
 Room Reserved from: _____ am/pm TO _____ am/pm
 Admission or contribution taken at event or in advance: ☐ YES ☐ NO
***All confirmations will be emailed unless you do not have an email address**

Additional Information

☐ Teleconference (Please contact Telecom 581-5951)

NEW ROOM RESERVATION POLICY

The MLK Jr University Union will begin a non-cancellation charge as of August 1, 2017 for users of the Union facilities who do not cancel their room reservation 5 days prior to their event. These rooms will include:

***Grand & University Ballrooms will be charged \$100**

***1895 room & Loft will be charged \$50**

Room Rental Charges

Facility	On Campus*	Off Campus
Alumni Lounge	\$30	\$75
Grand Ballroom	\$50	\$600
University Ballroom	\$40	\$500
Union Meeting Rooms	\$15	\$45
Rathskeller/7th Street	\$25	\$150
Rathskeller Loft	\$25	\$100
1895 Room	\$25	\$100
Lantz Gym	\$150	\$600
Lantz Fieldhouse	\$75	\$200
Student Rec Center	CALL	CALL
Coleman Auditorium	\$30	\$75
Phipps Lecture Hall	\$30	\$60
Lumpkin Auditorium	\$50	\$100
Lumpkin Classrooms	\$15	\$25
Pavilions	\$40	\$75
Buzzard Auditorium	\$30	\$100

*On Campus users are charged a fee when admission is charged at the event. ** Special Events have additional charges. Special Charges Apply

On Campus Groups: All charges due must be paid within 30 days
 Off Campus Groups: All charges due must be paid two (2) weeks PRIOR to the event

XC: _____

 EM: _____

THE MARTIN LUTHER KING, JR. UNIVERSITY UNION IS FOR YOUR USE – PLEASE PROTECT AND USE IT WISELY!!
DIRECTIONS FOR COMPLETING “REQUEST FOR SPACE FORM” AND USER RESPONSIBILITY INFORMATION

The Campus Scheduling Office is eager to assist you with your upcoming event and is responsible for scheduling all University facilities.

Requesting a Room or Facility:

- ☐ All information on the “Request for Space Form” must be printed legibly or typewritten.
- ☐ “Request for Space Forms” submitted by a student organization must be signed by a faculty/staff advisor who agrees to share the responsibility for the use and care of facilities with the organization’s officers and members.
- ☐ **All scheduling for meeting space must be made two (2) working days in advance of the event.**
- ☐ Audio/Visual requests must be made three (3) working days in advance of the event.
- ☐ **If cancelling food service requested, please notify Panther Catering forty-eight (48) hours prior to the scheduled event.**
- ☐ Special events, such as conferences, banquets, luncheons, parties, wedding receptions, etc. must be scheduled four (4) weeks prior to the date of the event.
- ☐ No space will be held for any organization until this form is completed.
- ☐ Meeting rooms will be available at the schedule time of event UNLESS other arrangements have been made at the time of reserving the room. Rooms will be “standard” setup UNLESS special setup has been requested prior to the event. “Standard” setup is the normal operating arrangement of the facility.
- ☐ **On Campus/Off Campus Group (see insurance requirements on front)**
***Need a list of off campus performers, further review may be required. Falsification of information will result in cancellation.**

Room Setups:

- ☐ All “special” setup requests must be received at least five (5) working days in advance of the event. “Special” setups are room arrangements for the Grand Ballroom, University Ballroom and any special requests for any other facility (concerts, job fairs, weddings, pageants, etc.)
- ☐ Diagrams for physical arrangements may be submitted to the Campus Scheduling Office.
- ☐ **The sponsoring person/group is responsible for leaving the assigned space in the same condition as when the activity began. Misuse of the facility may result in refusal of permission for future use and/or charges for additional cleaning of the facility. Under no circumstances are the chairs, tables or any furnishings in the room to be rearranged or removed from the room. Furnishings can be moved only by the Campus Scheduling Staff, Building Service Workers and Building Supervisors.**

MLK, Jr. University Union Policies:

- ☐ Alcoholic beverages MAY NOT be served at events unless approval is received from the Vice President of Student Affairs. Liquor request forms may be picked up in the Campus Scheduling Office or on the University Union website by clicking on the Campus Scheduling link. The form is located under the “Policies and Procedures” heading.
- ☐ Events must be concluded at the time prior allotted to each person/group.
- ☐ ****A MINIMUM OF \$25 WILL BE CHARGED FOR ANYTHING ATTACHED TO WINDOWS, WALLS, DRAPES, POSTS OR FURNISHINGS WITHOUT PRIOR APPROVAL. PLEASE CHECK WITH CAMPUS SCHEDULING BEFORE POSTING INFORMATIONAL FLYERS OR PUTTING UP DECORATIONS. ****
- ☐ No glitter, open flames or smoke machines are allowed by non-university personnel.
- ☐ The University Union **DOES NOT** lend out furnishings for use outside the building.
- ☐ **ONLY** animals trained to assist the disabled are allowed in University facilities.
- ☐ Recognized Student Organizations and University Departments will be granted free use of the facilities unless an admission or registration fee is assessed. **RSO’s MUST HAVE AN ADVISOR PRESENT AT MAJOR EVENTS.**
- ☐ Lotteries and raffles are prohibited.
- ☐ Eastern Illinois University is a smoke-free campus. Smoking is prohibited anywhere on Eastern Illinois University property.

- ☐ **All giveaways/handouts MUST be pre-approved by the Campus Scheduling Office.**
 - ☐ No vendors may schedule space for display or selling of any products in the Union. There are no sales allowed in the Union.
 - ☐ Groups which have reserved EIU facilities will be held liable for all behavior of any individuals attending events. Such groups will also be responsible for the damage of any equipment and/or facilities.
 - ☐ The University Union is not responsible for any belongings of persons using the facility. Items found in the facility should be left at the Ticket Office or Campus Scheduling Office.
 - ☐ All events will conform to the established rules and regulations of the University and the University Union.
 - ☐ Facilities must be scheduled through Campus Scheduling before any food arrangements can be made.
 - ☐ All physical setups of tables and chairs must be performed by University Building Service Workers, Building Supervisors or Campus Scheduling Staff.
Additional costs may occur for piano moving.
 - ☐ All organizations with delinquent bills will have all scheduling privileges revoked and all confirmed reservations cancelled.
- Additional Services:**
- ☐ To secure “reserved” parking in the metered lot around the Union, contact (217-581-3616)
 - ☐ Parking tickets issued to sponsors, performers, participants or students, as a result of an expired meter will be the responsibility of the individual.
 - ☐ Marquee advertising requests are available in the Campus Scheduling Office.
 - ☐ Decorations for your event can be arranged by calling (217) 581-5122

I have read and understand the University Union “Statement of User Responsibility”.

Signature of Applicant: _____ Email: _____

Advisor’s name (print): _____ Email: _____

Advisor’s signature: _____ Phone: _____

The Campus Scheduling Office reserves the right to adjust room assignments in order to accommodate the needs of the University facilities. As a last resort, this may also include the cancellation of a previous confirmation.